

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

CONSULTANT IN TEACHER PREPARATION (Program Evaluation & Research)

Salary:	\$5,724-\$6,954	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	December 23, 2011
Contact:	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under direction of a Teacher Preparation Administrator I, Professional Services Division, the Consultant in Teacher Preparation (Program Evaluation and Research) is responsible for the following:

- Policy Research and Development - Provides leadership in policy research related to teacher development, including (a) development and presentation of division agenda items to the CTC and Committee on Accreditation and development of research projects relating to credentialing; (b) development of legislative policies relating to regulation and oversight of teacher preparation programs; and (c) representing the agency at policy-related meetings with stakeholders.
- Implementation of Accreditation System - Provide support to the CTC and the Committee on Accreditation (COA) to implement the revised accreditation system as adopted by the CTC. Provide consultant services in activities related to biennial reporting. Oversee and monitor the biennial report process, read biennial reports and develop feedback correspondence to Institutions of Higher Education (IHEs). May include some travel.
- Program Standards Development - Provides support to the CTC when necessary to develop or revise standards related to educator preparation. Assist to coordinate and work with a panel of experts to carry out the necessary and appropriate standards work as it relates to credentialing for submission to the CTC for consideration and action.
- Agenda Coordination and Preparation - Work with consultants on all aspects of the preparation and submission of items for inclusion in the agenda for the CTC from the Professional Services Division. This includes, but is not limited to, assisting with providing information to the Executive Office on the items to be placed on upcoming agendas, providing information describing the items and the action associated with them, reviewing the items for both content and format.

DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is Required.*

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Consultant in Teacher Preparation (Program Evaluation and Research) classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person postmarked no later than the final filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 12-035. The applications will be screened and only the most qualified applicants will be invited for an interview.